



MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: October 13, 2015
CC: All Departments



Please Submit Articles for the 2015 Fall Newsletter to Alison by October 19th

Town Administrator: This week Board Chair Shipp and I met with Lee Kimble, the consultant updating Moultonborough's LEOP (Local Emergency Operation Plan), to review ESF-14: Volunteer and Donations and ESF -15: Public Information. On Tuesday I met with Department Heads for the October staff monthly meeting, and also with Marie Samaha, Conservation Commission Chair, regarding assistance with a historic resources plan update. I participated in a CBA team meeting with the police union representatives on a new collective bargaining agreement. Hope, Alison and I participated in a web discussion with Tom Rose of Virtual Town Hall regarding a new design for the Town's website. I met with Chief Wetherbee for an update on the staff recruitment process and other personnel matters. I prepared for the weekly Select Board meeting on Thursday evening, prepared department head goals summary for the Select Board's review. I met with Heidi on the FY16 administrative budget and reviewed department head budgets received on Friday morning.

Finance: Nothing to report this week.

Assessor: Nothing to report this week.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: On Monday the paving contractor base paved Lee Road, and finished base and paving Ossipee Mountain and Randall Roads, with the exception of a few driveway and roadway aprons which will be completed this week along with finishing the coarse on Lee Road. The crew worked with a contractor to complete the excavation phase of the Pathway reconstruction on Moultonboro Neck. Please use caution in this area, as the excavated area is lower than the roadway. Agent Kinmond and the Town engineer conducted pre-construction meetings with the contractors for the Shaker Jerry culvert replacement (10/16-10/19) and Intersection Improvements projects, which will only see preliminary site work prior to winter shut down. Agent Kinmond conducted the annual Private Contractors Winter Maintenance meeting. It is expected to have approximately the same number of contractors this year, with one returning after his service as a Selectmen. Fall cleaning was done at the shop, by scraping, painting and checking over the plows to get them in tip-top condition for winter. On Tuesday some of the crew did roadside clean-up of trees and brush that had come down during last week's heavy rain and wind. LOF's were done on truck #7 and 20, and the manifold gasket replaced on truck #6. The crews also backed up new pavement with gravel at gravel drive transitions. Agent Kinmond attended and sat on a panel with other DPW director's at a UNH T2 Pavement Preservation class. Agent Kinmond received his Master Road Scholar II for over 200

hours of training, and also a Safety Award for his hours of training on PW safety. Agent Kinmond attended the CPM training class on Public Policy. The 2016 budget was completed and submitted electronically. Last Friday the closing was held on the land Acquisition (902 sf) for the Wentworth Shores and Shaker Jerry Roads Intersection project, requiring coordination with the Town Engineer, surveyors, Town Attorney, Town finance staff and property owners. Work can begin 10/19. Saturday, Agent Kinmond assisted the PD and NHDOT with a tree down on Long Island Road, which was cut and removed from the roadway, and NHDOT advised to remove when back in service.

Facility & Grounds Division: Our new Facility Leader began undertaking and completing many tasks that had been left over in the staffing transition. At the Recreation Department, a request for door chime to be installed for their front door was looked at and it was found that the one they had purchased wasn't compatible. This will be researched further for one that will work for them. A leaking drain was replaced in Recreation's large meeting room's bathroom. Also repaired was a door lock, requiring that the hole for the strike plate be chiseled out resolving the problem. Also at Recreation, a fire extinguisher rack had to be reinstalled in a new location, patching the old hole for repainting. The PD reported three doors not closing properly, which was rectified by adjusting the strike plates and lubing the door knobs. Replacement flags were ordered for the Town buildings and a new temporary one put up at Town Hall. The furnaces at Town Hall were started for the season. A condenser leak was found and corrected on the main system, along with a board that had to be replaced for the Selectmen/storage area. Our Grounds Team Leader has been moved to shorter "winter" hours, but completed the weekly building checks and recyclables. During the building checks a complete key identification was done with our new Facility Leader. A toilet seat was replaced at the PD, and Nobis Eng. came for water testing at the Playground.

WMF Division: Co-Manager Filpula reported they are planning to ship MSW, C&D, aluminum-steel cans and remaining cardboard this week. Compactor #1 went down over the weekend with a blown hydraulic hose, to be repaired on Tuesday. New signage will be installed to help guide residents to specific disposal locations at the site. A big thank you to Espher Wakefield for her wonderful artwork. Co-Manager Filpula visited Salem's facility to learn of their operation.

Moultonborough Police Department: The Moultonborough Police Department recorded 452 log entries, which included the following calls for service, 32 motor vehicle stops, 8 assists to Fire/EMS, 0 Directed Patrols, 3 arrests, 7 complaints, 2 MV Accidents, 4 MV Complaints, 13 residential alarms, 2 commercial alarms and 3 K-9 complaints.

Moultonborough Fire Department: Year to date there has been 704 calls for emergency service. For the period of 10/02/15 to 10/08/15 there were 18 calls for service: (9) Medical Emergencies, (1) Motor Vehicle Accident, (1) Hazardous Materials Release Investigation, (1) Arcing, Shorted Electrical Equipment Call, (3) Good Intent Calls, and (3) False Fire Alarms. MFR received automatic aid for three calls from Center Harbor and gave aid on one call to Sandwich.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 9:21 minutes

Overall Average Manpower per incident: 5 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 5:40 min.

Overall Average Day Time Manpower per incident: 4 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 10:22 minutes

Overall Average Night/Weekend Manpower per incident: 6 Firefighters/Incident

Operations: 10/5-Monthly, Staff meeting of Department line officers. 10/6, Chief Bengtson attended the Town Department Head Staff meeting, followed by a meeting of the Town's Joint Loss Management Committee. 10/6, Lt. Beede, Deputy Chief Beede and Chief Bengtson attended a training session at the Ashland Fire Department on Ventilation Strategies for Modern Firefighting, conducted by Chief Ken Erickson of the Laconia Fire Department. This is part of the Officer Development Series sponsored by the Lakes Region Mutual Fire Aid Association and open to all member communities and their personnel, conducted the first Tuesday of every month. 10/8, Chief Bengtson and Chief Wetherbee attended a Safe School Committee meeting on the CopSync software. CopSync is a real-time, mobile data interoperability system and network. It enables Officers to obtain instant access to local, state and federal law enforcement databases and communicate between and among themselves across jurisdictional boundaries as if they were one agency. In September 2014, the State of New Hampshire launched a new statewide school safety initiative to deploy the company's COPsync911 threat alert system to schools and law enforcement officers throughout the State of New Hampshire. The service is expected to reduce response times in an emergency by sending an alert to the law enforcement officers closest to the facility under threat, directly to them in their patrol units and directly to the local dispatch center. Funding for the system is available through a 50/50 matching grant from NH HSEM. Chief Bengtson observed a fire drill at Moultonborough Academy following the meeting. Department personnel also installed replacement smoke detectors for Severance Road resident, and provided the following services: 1 Public Service Request, 1 Fire Code Consultation, 2 Suprabox Installations, and 1 Request for Information.

Office of Development Services Planning:

Town Planner: Nothing to report this week.

Code & Health Office: Nothing to report this week.

Human Services: Nothing to report this week.

Recreation Department: October 13th, MRD will host a Youth Sport Night at the MA varsity Volleyball game, from 5:45-7:30 p.m. The Youth team will sit behind the MA bench to cheer them on. Youth Sports Nights at varsity games are designed for the kids to see the game played at a higher level. Coming up on Saturday, October 17, the Carroll County Soccer Team will compete in the Mt. Washington Valley Tournament at Kennett Middle School. Youth Basketball information was distributed through MCS last week and the deadline for registrations is November 10. The Recreation Department continues to host the Bridge Club on Mondays at 1 p.m., and Mah Jong Club on Wednesdays, at 10 a.m. Save the date: MRD has tickets reserved for the Boston Pops Holiday Concert at the Verizon Wireless Arena on Saturday, December 12. Patrons can register for the trip by calling the Recreation Office at 476-8868.

Important Dates to Remember

Board of Selectmen's Meeting, October 15, 2015, 7 PM

Cancelled Board of Selectmen's Meeting, October 22, 2015, 7 PM

Convention of Committees, October 22, 2015, Moultonborough Academy, 5:30 PM

Board of Selectmen's Work Session, October 29, 2015 4 PM

Staff Meeting, Tuesday – November 3, 2015, 9 AM